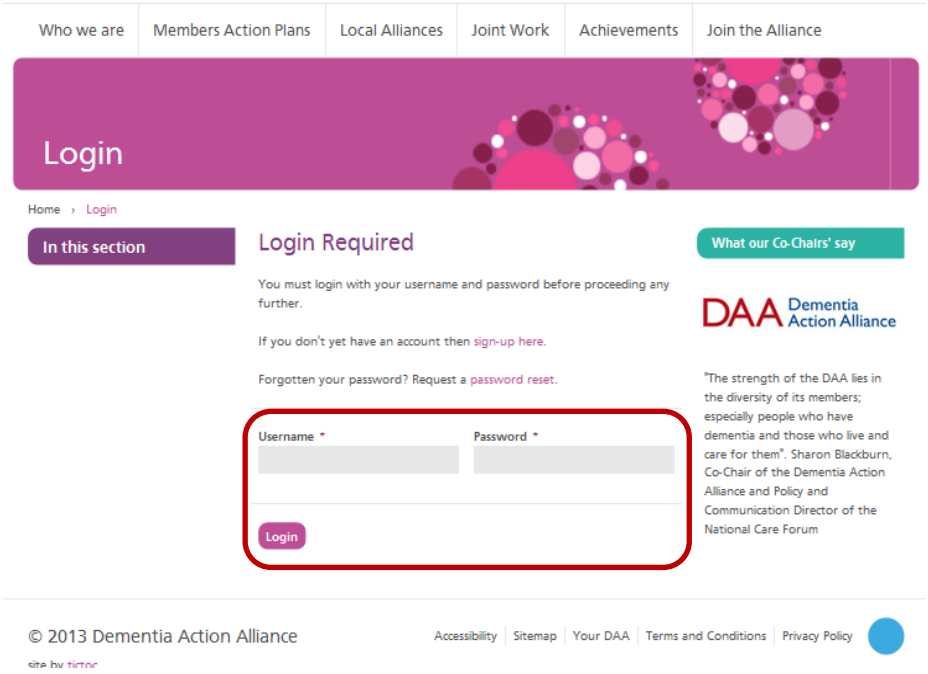
Member User Manual for Dementia Action Alliance Website

Contents

	Page
How to log on	**2**
Adding a new action	**2**
Editing an action	**5**
• How to add a quarter update	**5**
Closing an action	**6**
Adding a news story	**7**
Adding an event	**8**

To log on

1. Visit www.dementiaaction.org.uk
2. Click on 'Member Login' at top of the page
3. Please enter your username and password. If you do not know your login details please email: dementiaactionalliance@alzheimers.org.uk


Who we are
Members Action Plans
Local Alliances
Joint Work
Achievements
Join the Alliance
Login
Home › Login
In this section
Login Required
You must login with your username and password before proceeding any further.
If you don't yet have an account then sign-up here.
Forgotten your password? Request a password reset.
Username *
Password *
Login
What our Co-Chairs' say
DAA Dementia Action Alliance
"The strength of the DAA lies in the diversity of its members; especially people who have dementia and those who live and care for them". Sharon Blackburn, Co-Chair of the Dementia Action Alliance and Policy and Communication Director of the National Care Forum
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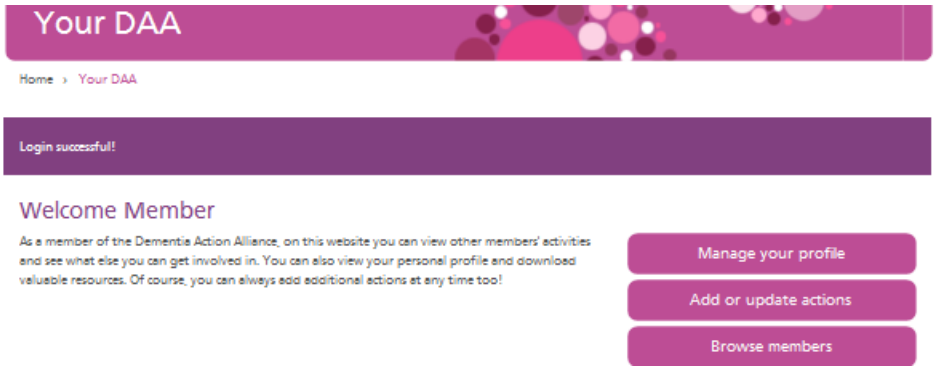
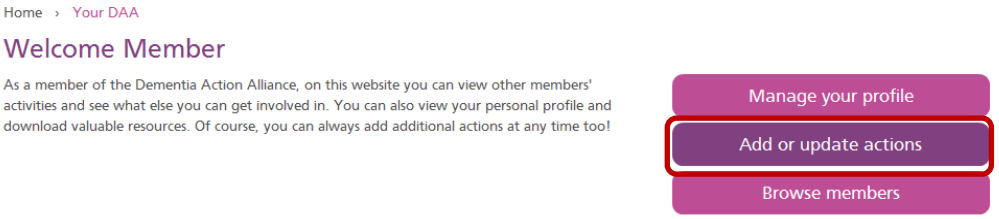
Accessibility | Sitemap | Your DAA | Terms and Conditions | Privacy Policy

4. Once you have logged in you will come to 'Your DAA' page. Here you will be able to manage and update your account. You will be able to:
    a. Manage your profile
    b. Add or update actions
    c. Submit news items
    d. Submit an event
    e. Favourite items to 'Your DAA' homepage

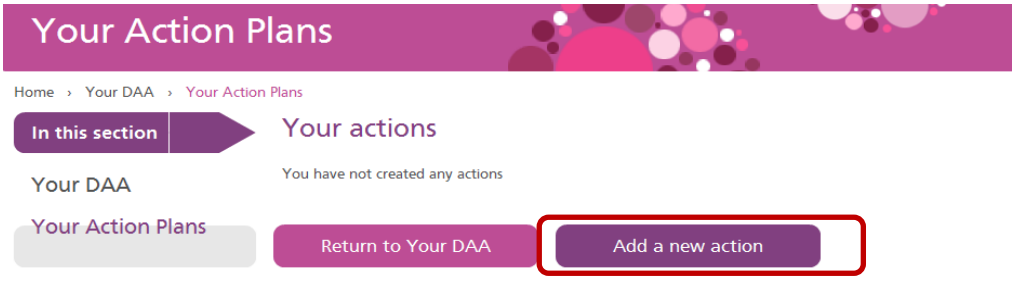

Your DAA
Home › Your DAA
Login successful!
Welcome Member
As a member of the Dementia Action Alliance, on this website you can view other members' activities and see what else you can get involved in. You can also view your personal profile and download valuable resources. Of course, you can always add additional actions at any time too!
Manage your profile
Add or update actions
Browse members

To 'Add a new Action':

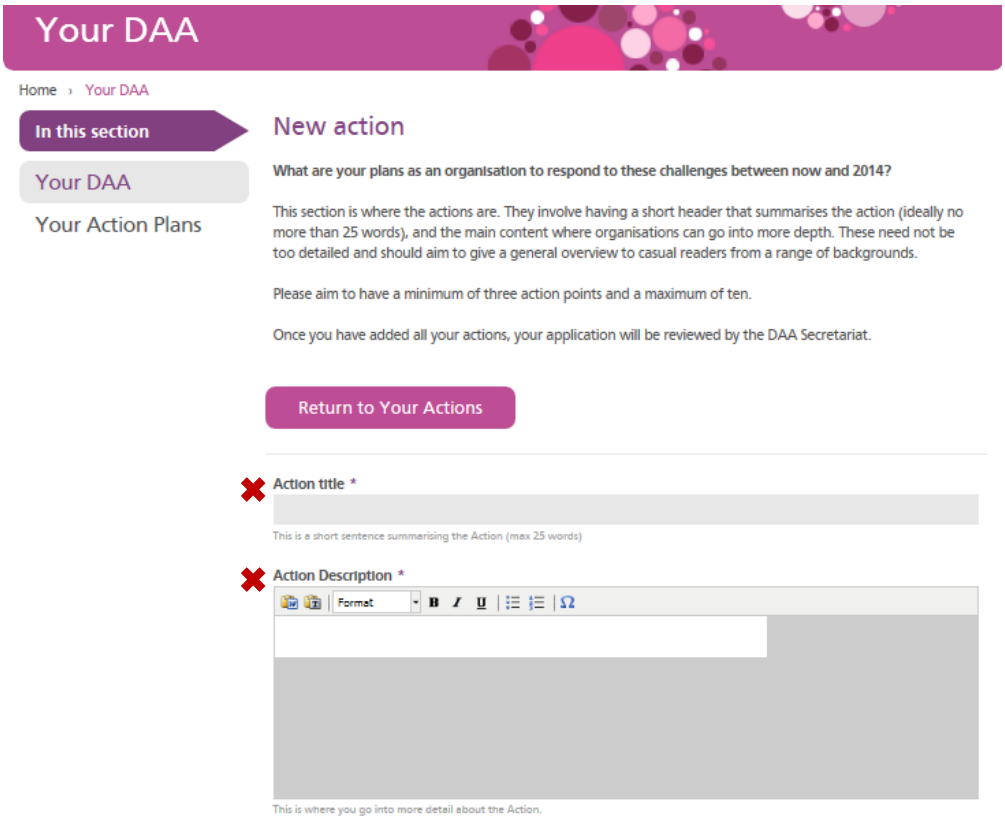
- Click on Add or Update Actions


Home › Your DAA
Welcome Member
As a member of the Dementia Action Alliance, on this website you can view other members' activities and see what else you can get involved in. You can also view your personal profile and download valuable resources. Of course, you can always add additional actions at any time too!
Manage your profile
Add or update actions
Browse members

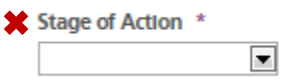
- Click on **add a new action**



- Fill in **Action Title**: this is a one sentence summary of your Action point.
- Type in your Action in the **Action Description** box.


Your DAA
Home › Your DAA
In this section
Your DAA
Your Action Plans
New action
What are your plans as an organisation to respond to these challenges between now and 2014?
This section is where the actions are. They involve having a short header that summarises the action (ideally no more than 25 words), and the main content where organisations can go into more depth. These need not be too detailed and should aim to give a general overview to casual readers from a range of backgrounds.
Please aim to have a minimum of three action points and a maximum of ten.
Once you have added all your actions, your application will be reviewed by the DAA Secretariat.
Return to Your Actions
Action title *
This is a short sentence summarising the Action (max 25 words)
Action Description *
Format
This is where you go into more detail about the Action.

- Next select the current **stage** of this action from the drop down menu.



- Please select the relevant topics the Action covers from **Action tags**.

Action tags *

Please select the relevant topics that apply to your Action. This assists with filter searches on the DAA website

- ☐ Antipsychotics
- ☐ Assistive technology
- ☐ Awareness raising
- ☐ Care for people with dementia
- ☐ Care in hospitals
- ☐ Dementia awareness
- ☐ Dementia Friendly Communities
- ☐ Dementia Friends
- ☐ Diagnosis
- ☐ Dignity
- ☐ Disseminating best practice
- ☐ Early diagnosis
- ☐ End of life
- ☐ Environment
- ☐ Funding
- ☐ Inclusion
- ☐ Information for people with dementia and carers
- ☐ Money
- ☐ People and skills
- ☐ Prime Minister's Challenge
- ☐ Quality standards
- ☐ Research
- ☐ Safeguarding
- ☐ Support in the community
- ☐ Supporting carers
- ☐ Worship

- If you have an update to add, please do so under **Action Notes** by clicking on 'add a quarter update' and choosing the relevant quarter.

Action Notes

This is where you include the progress you have made for this action. Please add your updates in the relevant quarter below.

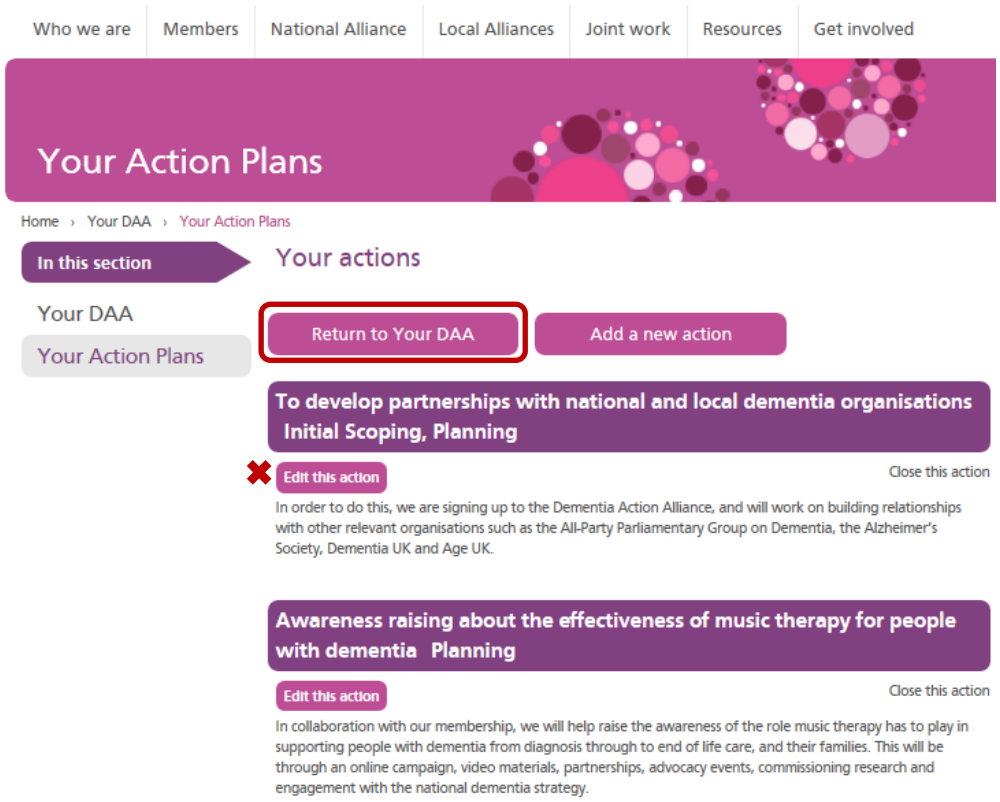
Add a quarter update

- Once you are finished adding your action and any updates press '**Save**'

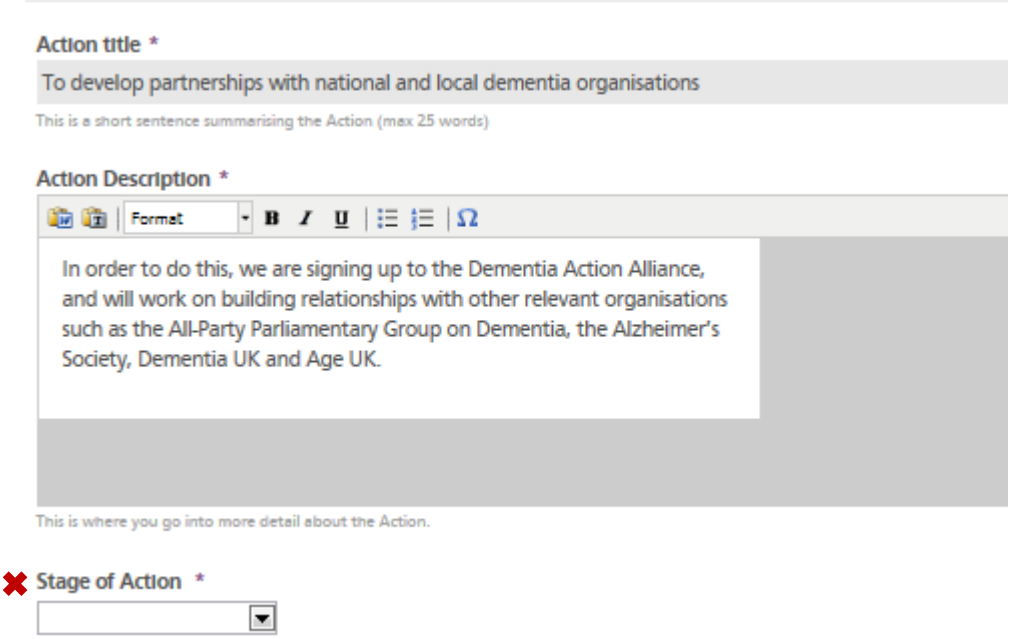
Save action

To Edit an Action:

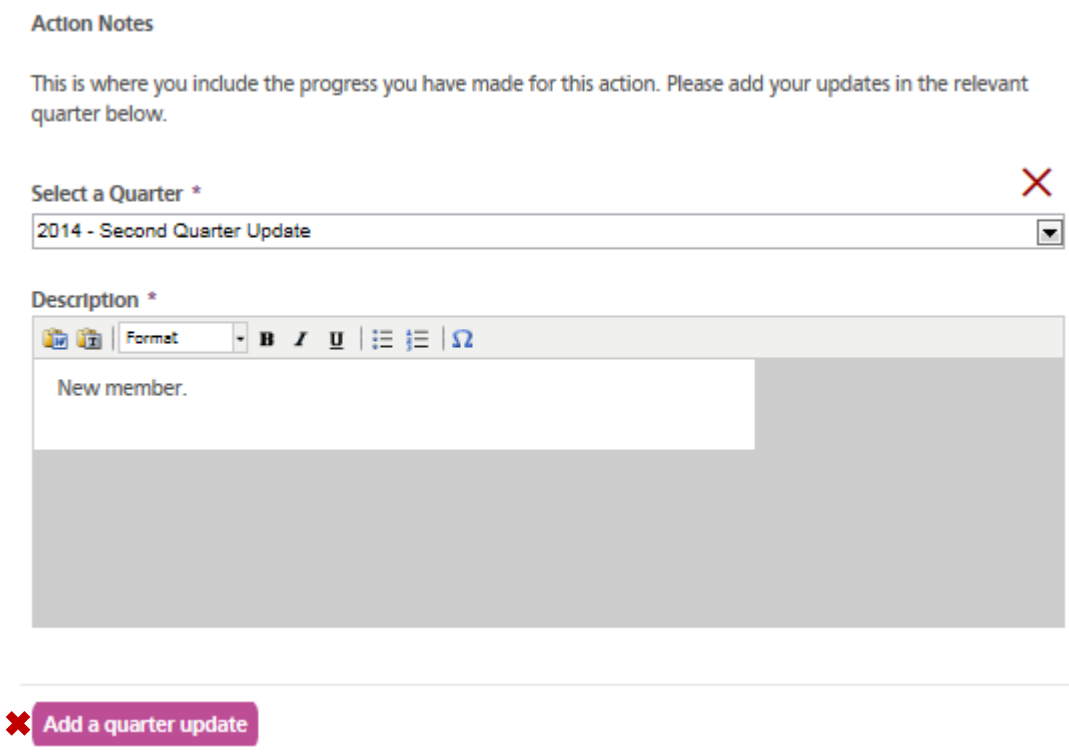
1. Click on '**return to your DAA'**
2. Choose the action you wish to modify and click on **'Edit this Action'**


Who we are
Members
National Alliance
Local Alliances
Joint work
Resources
Get involved
Your Action Plans
Home › Your DAA › Your Action Plans
In this section
Your DAA
Your Action Plans
Your actions
Return to Your DAA
Add a new action
To develop partnerships with national and local dementia organisations
Initial Scoping, Planning
Edit this action
Close this action
In order to do this, we are signing up to the Dementia Action Alliance, and will work on building relationships with other relevant organisations such as the All-Party Parliamentary Group on Dementia, the Alzheimer's Society, Dementia UK and Age UK.
Awareness raising about the effectiveness of music therapy for people with dementia Planning
Edit this action
Close this action
In collaboration with our membership, we will help raise the awareness of the role music therapy has to play in supporting people with dementia from diagnosis through to end of life care, and their families. This will be through an online campaign, video materials, partnerships, advocacy events, commissioning research and engagement with the national dementia strategy.

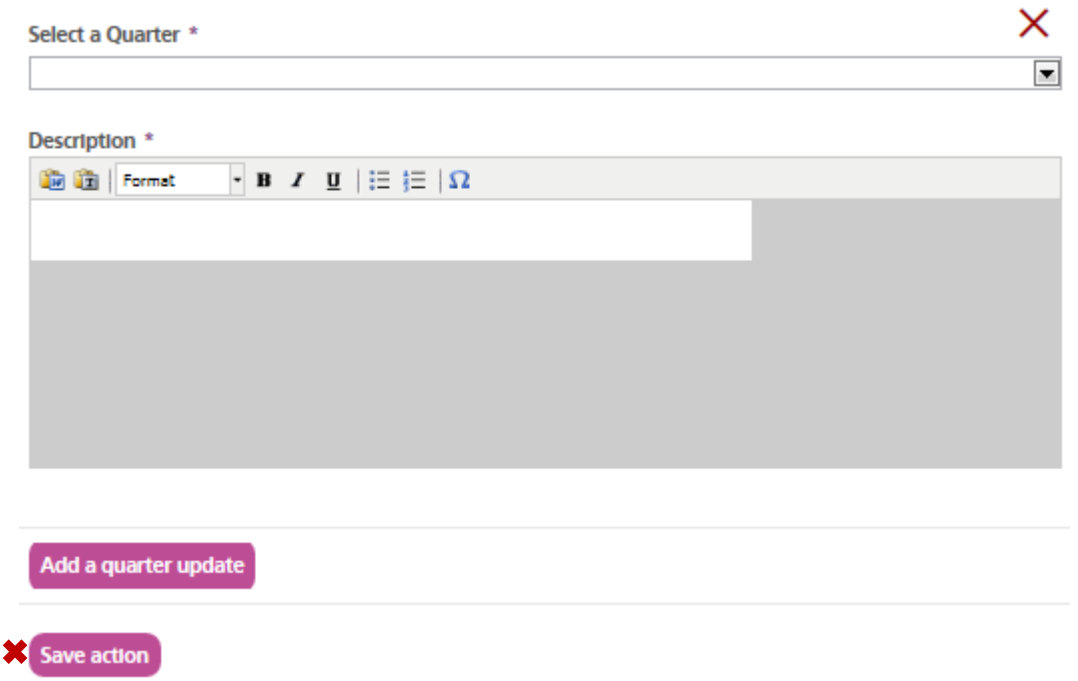
3. Update the **stage** of the action


Action title *
To develop partnerships with national and local dementia organisations
This is a short sentence summarising the Action (max 25 words)
Action Description *
Format
In order to do this, we are signing up to the Dementia Action Alliance, and will work on building relationships with other relevant organisations such as the All-Party Parliamentary Group on Dementia, the Alzheimer's Society, Dementia UK and Age UK.
This is where you go into more detail about the Action.
Stage of Action *

4. Next scroll down and select **'add a quarter update'**


Action Notes
This is where you include the progress you have made for this action. Please add your updates in the relevant quarter below.
Select a Quarter *
2014 - Second Quarter Update
Description *
Format
New member.
Add a quarter update

5. Select the relevant quarter your update belongs to from the drop down menu
6. In the description box type in your update
7. Press **save action**



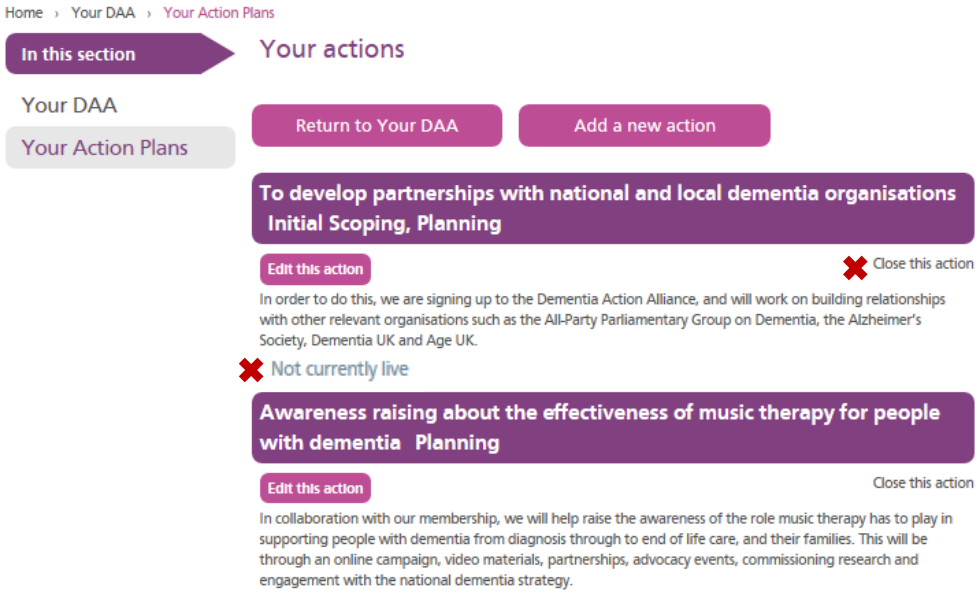
8. Repeat steps 1-7 to update other actions from your Action Plan

<u>To close an action:</u>

1. Select **Your DAA** and then click on **add or update actions**

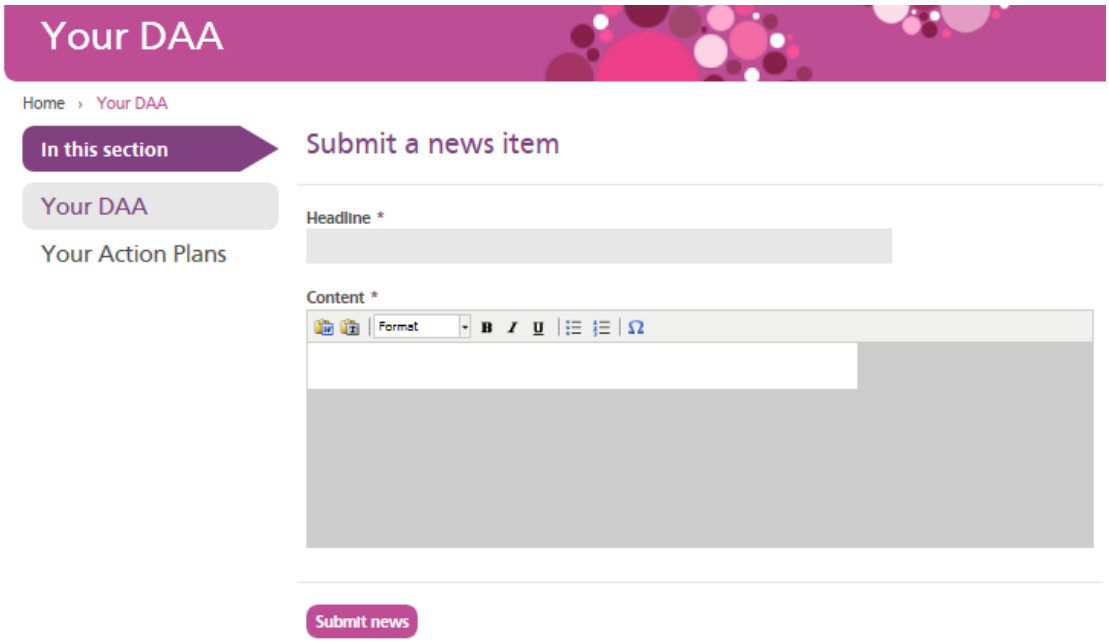
2. If you have an action that you have completed/and or no longer want in your action plan select '**close this action'** to remove it from the website.
3. 'Not currently live' will appear below the action you have closed.
   N.B. The action will still show up in your account but it will no longer appear live on the website.

Please kindly refrain from deleting or replacing any of your existing Actions as the Dementia Action Alliance would like to archive the progression of its Members.


Home › Your DAA › Your Action Plans
In this section
Your DAA
Your Action Plans
Your actions
Return to Your DAA
Add a new action
To develop partnerships with national and local dementia organisations
Initial Scoping, Planning
Edit this action
Close this action
In order to do this, we are signing up to the Dementia Action Alliance, and will work on building relationships with other relevant organisations such as the All-Party Parliamentary Group on Dementia, the Alzheimer's Society, Dementia UK and Age UK.
Not currently live
Awareness raising about the effectiveness of music therapy for people with dementia
Planning
Edit this action
Close this action
In collaboration with our membership, we will help raise the awareness of the role music therapy has to play in supporting people with dementia from diagnosis through to end of life care, and their families. This will be through an online campaign, video materials, partnerships, advocacy events, commissioning research and engagement with the national dementia strategy.

Add a new story

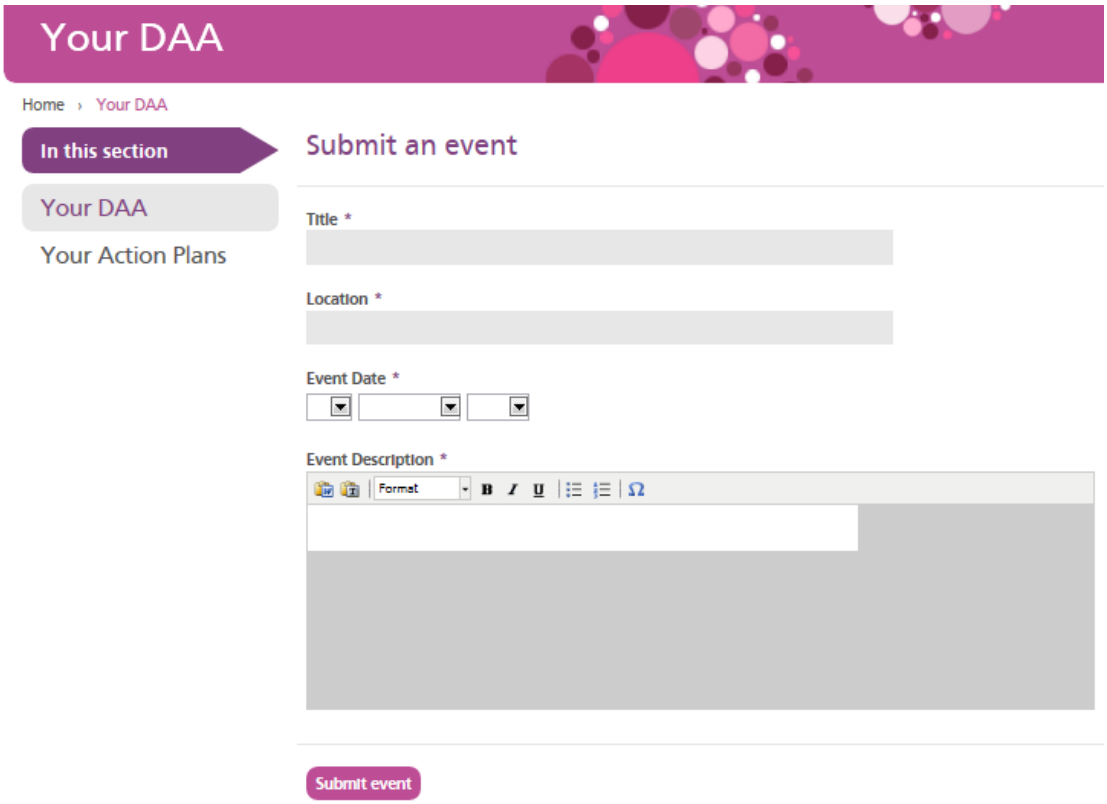
1. Click on **Your DAA**
2. Scroll down and click on **submit a news item**
3. Enter your information
4. Click on **submit news**



The DAA will be notified of this submission. Please be patient while the Website Manager checks and approves the content before going live on the website.

To add an event:

1. Click on **Your DAA**
2. Scroll down and click on **submit an event**
3. Enter your information
4. Click on **submit event**



The DAA will be notified of this submission. Please be patient while the Website Manager checks and approves the content before going live on the website.